ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
CENTRAL REGION

CE 4660.3A

11/3/78

SUBJ: REPAIR, ALTERATION OR IMPROVEMENT - FAA LEASED QUARTERS

1. PURPOSE. This Order restates existing Regional policy on the use of appropriated funds for repairs, alterations, and improvements to leased quarters.

2. DISTRIBUTION. This Order is distributed to branch level and above in the Regional Office.

3. CANCELLATION. Order CE 4660.3, Repair, Alteration or Improvement - FAA Leased Quarters, is cancelled.

4. BACKGROUND. Section 322 of the Economy Act of 1932, as amended, 40 U.S.C. 278a, places restrictions on the use of appropriated funds for the repair, alteration, and improvement of leased premises.

5. POLICY. Funds will not be used for the repair, alteration, and improvement of leased space until a determination has been made that the Lessor is not responsible for such work and that the proposed work does not violate provisions of the Economy Act.

* 6. ACTION. Personnel engaged in programming, planning, and execution of projects involving repair, alteration, or improvement of FAA leased space will provide the Logistics Division information in sufficient detail to permit an intelligent appraisal as to what extent the Economy Act may apply. *

7. PROCEDURES.

* a. Prior to undertaking any repair, alteration, or improvement of leased quarters with FAA funds, program officials will:

(1) Coordinate with Logistics Division to determine if the Lessor is responsible for providing any of the work under provisions of the lease.

(2) Submit to the Logistics Division four (4) copies of FAA Form 4660.6, Leased Premises - Proposed Improvements, for the appraisal required in paragraph 6 above, for all work, services, and supplies where the program office proposes to spend FAA appropriated funds. *

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Initiated By: ACE-50

b. The Real Property Contracting Officer shall:

(1) Certify that the proposed expenditure will not exceed, or is not applicable to, the Economy Act limitation, or;

* (2) Disapprove the project when the Economy Act limitation will be exceeded. *

(3) Specifically identify those projects where the Economy Act limitation would be exceeded if the final costs of the permanent improvements exceed the estimated costs by 15% or more.

c. The Project Manager shall maintain close control on those projects specifically noted by the Real Property Contracting Officer in accordance with paragraph 7b(3) above. If it appears that the actual expenditures will exceed the estimated expenditures, the Project Manager shall notify the Real Property Contracting Officer so joint actions can be taken to revise the scope of the project so that the Economy Act limitation is not exceeded.

8. FORMS. FAA Form 4660.6, Leased Premises - Proposed Improvements. Forms are available from the Logistics Division, ACE-50. General instructions for its preparation are printed on the back.

Charles A. Whitfield

CHARLES A. WHITFIELD
Executive Officer